

EUROPEAN DEFENCE AGENCY (EDA)

Vacancy notice

Directorate	European Defence Agency
Vacancy title	Directorate Assistant
Contract type	Contract agent
Group	FGIII
Grade	N.A.
Indicative starting date	
Security Clearance	SECRET UE/EU SECRET
Management of staff	N.A.
Location	Brussels
Closing date for applications	31/08/2021

The selection of candidates will follow the EDA Staff Recruitment Procedure. Candidates must apply for this post via the EDA website <http://www.eda.europa.eu - vacancies>. Please note that to make an EDA on - line application you will need to create your EDA profile using a valid e - mail address and a password.

1. BACKGROUND

The European Defence Agency was established on 12 July 2004, and is governed by Council Decision (CFSP) 2015/1835 defining the statute, seat and operational rules of the European Defence Agency.

The main task of EDA is to support the Council and the Member States in their effort to improve the Union's defence capabilities in the field of crisis management and to sustain the Common Security and Defence Policy (CSDP) as it currently stands and as it develops in the future.

2. THE EUROPEAN DEFENCE AGENCY

The European Defence Agency, within the overall mission set out in the before-mentioned Council decision, has three main missions:

- supporting the development of defence capabilities and military cooperation among the European Union Member States;
- stimulating defence Research and Technology (R&T) and strengthening the European defence industry;
- acting as a military interface to EU policies.

EDA acts as a catalyst, promotes collaborations, launches new initiatives and introduces solutions to improve defence capabilities. It is the place where Member States willing to develop capabilities in cooperation do so. It is also a key facilitator in developing the capabilities necessary to underpin the Common Security and Defence Policy of the Union.

3. THE AGENCY'S WAY OF WORKING

The Agency is an "outward-facing" organisation, constantly interacting with its shareholders, the participating Member States,

as well as with a wide range of stakeholders. It works in an integrated way, with multi-disciplinary teams representing all of the Agency's functional areas, to realise its objectives. Its business processes are flexible and oriented towards achieving results. Staff at all levels need to demonstrate the corresponding qualities of commitment, flexibility, innovation, and team-working; to work effectively with shareholders and stakeholder groups, formal and informal; and to operate without the need for detailed direction.

4. DUTIES

Within one of the Directorates of the Agency, the Directorate Assistant will provide administrative and secretarial support to the Director and his staff, covering the usual range of office support tasks. Working in a team with other assistants, his/her main responsibilities will be, inter alia:

- assist with the day-to-day running of the Directorate;
- manage the Director's calendar, appointments, and incoming calls;
- organise meetings, manage missions (including reimbursement procedure and budget management) and make travel arrangements for the Directorate;
- sort and organise mail and e-mails, retrieve documentation, store information and ensure proper record management of all key documents;
- proof-read draft documents submitted to the Director, prepare PowerPoint presentations, store final versions of documents in the Agency's Record Centre, and retrieve documentation and information on request;
- draft documents, prepare and send external communications to Member States and other stakeholders;
- facilitate internal communication within the Agency as well as outside the service;
- provide support to Project Officers in administrative tasks;
- act as backup up to other assistants;
- take on additional tasks as required in the interest of the service.

Duties may evolve according to development of the EDA's structure and activities, and the decisions of EDA management.

5. ELIGIBILITY CRITERIA

To be considered eligible to take part in this selection procedure, on the closing date for the submission of applications candidates must satisfy all the eligibility criteria as specified below:

- be a national of a Member State participating in the Agency;
- be entitled to his/her full rights as a citizen;
- have fulfilled any obligations imposed on him/her by the laws concerning military service;
- produce the appropriate character references as to his/her suitability for the performance of his/her duties (extract from the "judicial record" or certificate of good conduct will be requested prior to recruitment);
- be physically fit to perform his/her duties;
- have a thorough knowledge of one of the languages of the participating Member States and a satisfactory knowledge of another of these languages to the extent necessary to discharge his/her duties;
- have no personal interest (financial, family relationship, or other) which could be in conflict with disinterested discharge of his/her duties within the Agency;
- hold, or be in a position to obtain, a valid Personnel Security Clearance Certificate (national or EU PSC at SECRET UE/EU SECRET level). Personnel Security Clearance Certificate (PSCC) means a certificate issued by a competent authority establishing that an individual is security cleared and holds a valid national or EU PSC, and which shows the level of EUCI to which that individual may be granted access (SECRET UE/EU SECRET), the date of validity of the

relevant PSC and the date of expiry of the certificate itself. Note that the necessary procedure for obtaining a PSCC can be initiated on request of the employer only, and not by the individual candidate;

- have a level of post-secondary education attested by a diploma; or a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years; or, where justified in the interests of the service, professional training or professional experience of an equivalent level.

Only diplomas that have been awarded in EU Member States or that are the subject of equivalence certificates issued by the authorities in the said Member States shall be taken into consideration. In the latter case, the authority authorised to conclude contracts of employment reserves the right to request proof of such equivalence.

6. SELECTION CRITERIA

A. Essential

(1) Professional

The candidate will be required to demonstrate that he/she has:

- at least five (5) years of professional experience in similar duties, acquired after the award of the qualification required as a condition of eligibility;
- excellent coordination, administrative and secretarial skills;
- ability to work under pressure, ability to meet tight deadlines, and readiness to work off-duty hours when required;
- experience in a multinational environment;
- ability to provide support to Senior Management and/or teams;
- excellent knowledge of the use of data processing technology, e.g. Microsoft Word, Excel, PowerPoint and Outlook;
- excellent written and oral communication skills in English.

(2) Personal

All staff must be able to fit into the Agency's way of working (see para. 2). Other attributes important for this post include:

- strong sense of duty and responsibility;
- result-orientation and strong motivation;
- ability to work in team in a multicultural environment;
- accuracy and attention to detail;
- excellent interpersonal skills and customer service orientation;
- ability to deal with confidential information;
- genuine commitment to the Agency's objectives.

B. Desirable

The following will be considered an advantage:

- familiarity with the EU environment;
- prior experience in a national Ministry of Defence or in a military environment;
- familiarity with MS Project, Visio and SharePoint;
- good knowledge of French.

7. INDEPENDENCE AND DECLARATION OF INTEREST

The Directorate Assistant will be required to make a declaration of commitment to act independently in the Agency's interest and to make a declaration in relation to interests that might be considered prejudicial to his/her independence.

8. APPOINTMENT AND CONDITIONS OF EMPLOYMENT

The Directorate Assistant will be appointed by the Chief Executive.

Recruitment will be as a member of the contractual staff of the Agency for a four-year period. Renewal is possible within the limits set out in the EDA Staff Regulations. The successful candidate will be recruited as Contract Agent, Function Group III. The pay for this position consists of a basic salary of 2.758,47€ supplemented with various allowances, including as applicable expatriation or family allowances. The successful candidate will be graded on entry into service according to the length of his/her professional experience. Salaries are exempted from national tax, instead an Agency tax at source is paid. For further information on working conditions please refer to: <https://eda.europa.eu/jobs/what-we-offer>

Failure to obtain the requisite security clearance certificate before the expiration of the probationary period may be cause for termination of the contract.

Candidates are advised that part of the recruitment process includes medical analyses and physical check-up with the Agency's Medical Adviser.

Applications are invited with a view to establishing a reserve list for the post of Directorate Assistant at the EDA. This list will be valid until 31/12/2022, and may be extended by decision of the Chief Executive. During the validity of the reserve list, successful candidates may be offered a post in the EDA according to their competences in relation to the specific requirements of the vacant post. Inclusion on the reserve list does not imply any entitlement of employment in the Agency.

9. EQUAL OPPORTUNITIES

The EDA is an equal opportunities employer and accepts applications without distinction on the grounds of age, race, political, philosophical or religious conviction, sex or sexual orientation and regardless of disabilities, marital status or family situation.

10. APPLICATION PROCEDURE

Candidates must submit their application electronically solely via the EDA website. Applications by any other means (hard copy or ordinary e-mail) will not be accepted. Applications must be submitted no later than midnight. Candidates are reminded that the on-line application system will not accept applications after midnight (Brussels time, GMT+1) on the date of the deadline.

When applying, candidates from Ministries of Defence or other governmental entities are encouraged to inform their national administration.

A selection panel will be appointed. Please note that the selection panel's internal proceedings are strictly confidential and that any contact with its members is forbidden. Each application will be screened based on the requirements of the job profile stated in the vacancy notice. The most suitable applicants will be called for an interview and a written test. If recruited, you will be requested to supply documentary evidence in support of the statements that you make for this application. Do not send any supporting or supplementary information until you have been asked to do so by the Agency.

Please note that once you have created your EDA profile, any correspondence regarding your application must be sent or received via your EDA profile. For any prior enquiry, please refer to the FAQ (Frequently asked questions) section, or send an e-mail to recruitment@eda.europa.eu.

11. DATA PROTECTION

Please note that EDA will not return applications to candidates. The personal information EDA requests from candidates will be processed in line with Regulation (EU) N° 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) 45/2001 and Decision No.

1247/2002/EC.

The purpose of processing personal data which candidates submit is to manage applications in view of possible pre-selection and recruitment at EDA. More information on personal data protection in relation to selection and recruitment can be found on the EDA website: <http://www.eda.europa.eu/jobs/dataprotection>